

STATE OF TENNESSEE
TENNESSEE STUDENT ASSISTANCE CORPORATION
SUITE 1950, PARKWAY TOWERS
404 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-0820
(615)741-1346, 1-800-342-1663 • FAX (615)253-3867
www.state.tn.us/tsac

POSITION VACANCY

Associate Executive Director for Loan Administration

The Tennessee Student Assistance Corporation (TSAC), a state agency located in downtown Nashville, Tennessee, seeks an experienced senior administrator to lead its student loan operations.

TSAC is the loan guarantee agency of choice for most students attending Tennessee colleges and universities, with an annual loan volume in the Federal Family Education Loan Program (Stafford, Plus, and Consolidation) of \$800 million and a current outstanding loan portfolio of approximately \$4.5 billion. The agency contracts with a third-party servicer for full servicing of its loan program database program. Additional information about TSAC may be found at: www.tn.gov/tsac

Reporting directly to the Executive Director, the Associate Executive Director for Loan Administration is a member of the agency's leadership team. Duties include managing a staff of ten, fiscal reporting, campus and lender relations, staff development, public speaking, policy research, legal and statistical analysis, training, and managing contracted loan services with a third-party servicer.

The ideal candidate will have a Masters degree and ten or more years of progressively responsible student loan experience in a guaranty agency, lending institution, or campus financial aid office. Essential characteristics of the candidate include attention to detail, excellent written and oral communication skills, leadership experience, computer proficiency, and demonstrated understanding of financial parameters affecting funding for guaranty agencies. Familiarity with Tennessee institutions is desired, but not required.

Salary for this Executive Service position will be commensurate with experience. The anticipated starting date is March 2009.

For full consideration, please submit a letter of application, resume, and three references to the address below. Electronic submission is preferred by email to laura.stewart@state.tn.us, however, written applications may be mailed to:

Ms. Laura Stewart, HR Director
Attn: AED for Loan Administration
Tennessee Student Assistance Corporation
404 James Robertson Parkway, Suite 1950
Nashville, Tennessee 37243-0820